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REPORT OF THE PROGRAMME AND BUDGET COMMITTEE

Action taken with regard to the manual on administrative policies and procedures of the Organization

Report by the Director-General

1. At its fourth session, the General Conference recalling Industrial Development Board decision IDB.8/Dec.30, in its resolution GC.4/Res.24, requested the Director-General to finalize, as soon as possible, preferably before the eighth session of the Programme and Budget Committee in 1992, the compilation of a comprehensive manual containing the formal documentation of administrative policies and procedures of the Organization, especially on purchases and contracts.

2. At the eighth session of the Committee the Director-General in document PBC.8/7-IDB.10/6, reported that, in response to Board decision IDB.8/Dec.30, the first draft of a manual governing the activities of the Purchase and Contracts Sections had been completed and that the final version would be ready by the end of 1992. He also reported that a new manual, complementing the manual on purchase and contracts, containing policies and procedures governing the operations of the UNIDO Inventory Control and Property Management Unit, was under preparation.

3. Subsequently, the Committee, in its conclusion 92/4, requested the Director-General to finalize the manual of administrative policies and procedures of the Organization, as requested in Board decision IDB.8/Dec.30.

4. At present both manuals are in the final stage of completion and are expected to be available by the end of September 1992.

ACTION REQUIRED OF THE BOARD

5. The Board may wish to take note of the present report.

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